

UNITED STATES BANKRUPTCY COURT
DISTRICT OF RHODE ISLAND

INSTRUCTIONS FOR PREPARING CREDITOR MATRIX

In order to ensure that creditor names and addresses are properly read by the Optical Character Reader (OCR), adherence to the following specifications is required:

1. Creditors shall be listed in alphabetical order by name.
2. Creditor names and addresses must be typed in one of the following standard typefaces or print styles:
 - Courier 10 pitch
 - Times New Roman
 - Letter Gothic
3. Creditor names and addresses must be typed in a *single* column only, not in two or three columns (see attached example). A single column is required because the OCR scans the material automatically from left to right, line by line. Only single column names and addresses will be read automatically and completely.
4. Creditor names and addresses must be typed so that no letters are closer than 1 1/2 inches from any edge of the paper.
5. Each creditor's name and address must consist of no more than 4 (four) total lines, with at least *two blank lines* between each of the name/address blocks. Zip codes must be located on the same line as the city and state.
6. Each line must be 30 characters or less in length.
7. DO NOT include the following parties on the creditor matrix:
 - Debtor
 - Joint Debtor
 - Attorney for the Debtor(s)
 - the United States Trustee
 - the Rhode Island Division of Taxation

The names and addresses of these parties will be added automatically by the computer. See R.I. LBR 1002-1(d)(2).

8. Never use the following symbols in names and/or addresses on the creditor matrix:
 - Ampersand (&). Type the word **And** instead.
 - Percent (%). If used to signify **care of** in a creditor's address, type **Ac/o** instead. If used for any other purpose, type **Ao/o** instead.
9. Do not type a lower case **AL** to signify the numeral one (1).
10. If you are submitting the matrix on disk, you must save as Ascii DOS text.

TIPS TO AVOID REJECTION OF MATRIX

Although the court is using sophisticated equipment and software to ensure accuracy in creditor

matrix readings, certain problems can still occur. By following the instructions set forth below, filers will avoid rejection of matrices, and the court will avoid delays or additional effort in mailing notices.

1. The matrix should be prepared on plain white 8 1/2"x 11" paper and shall not contain any extra marks such as letterhead, dates, debtor name, stains, or handwritten marks.
2. Do not type lines, page numbers, or anything else on the front of a creditor matrix. Any identifying marks you choose to add may be typed on the back of the matrix.
3. Do not type the matrix on non-standard paper such as onion skin, half or legal size or colored (such as yellow) paper.
4. Avoid poor quality type caused by photocopying, using carbon paper, or a poor quality typewriter.
5. Fabric typewriter ribbons should be avoided. They produce letters which are too fuzzy to be properly scanned.
6. Do not use unreadable type faces or print styles such as proportionally-spaced fonts or exotic fonts (such as Olde English or script). Use only Courier 10 pitch, Times New Roman, or letter Gothic.
7. The ability of the OCR to read creditor matrices prepared using dot matrix printers varies with the quality of the dot matrix printer used. Depending upon the number of pins, the OCR may read matrices prepared using letter quality dot matrix printers. There is no hard and fast rule concerning the minimum number of pins required. The greater the number of pins, however, the greater the chance that the OCR will read the matrix. If you have questions concerning the ability of the OCR to read matrices prepared using your dot matrix printer, please contact the Systems Manager in the Clerk's Office where you wish to file the matrix.
8. Avoid misaligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.
9. Incorrect typewriter settings will cause unreadable matrices. Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch type style.
10. Upper case only (all capital letters) should be avoided. Type in upper and lower case as you would on a letter.
11. The ZIP code must be typed on the last line of each address. Nine digit ZIP codes should be typed with a hyphen separating the two groups of digits. The last line of each address should consist of the city, state, and zip code only. DO NOT type attention lines or account numbers on the last line. Type these on the second line of the name/address block if needed. The ZIP code must be typed on the last line of the address for the ZIP code sorting equipment to find it. If only a five digit ZIP code is used, do not add 0000s to make it nine digits.
12. States should be abbreviated using two capital letters. Do not put a period after the two letter state abbreviation.

ERRORS TO AVOID IN PREPARING CREDITOR MATRICES

Debtor: Allnet Svcs.

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PAGE TITLES

If you want to type titles or other identification on lists, type it on the back of the list, never on the front.

ALL UPPER CASE →

User upper and lower case (capitals and smaller letters) as if you were typing a letter.

BOLD TYPE →

Do not use boldface setting on your typewriter, word processor, or computer.

WRONG FONT →

You may use Courier 10, Prestige Elite, or Letter Gothic. No other font is acceptable.

WRONG PITCH →

If you use a 10-pitch font, make sure the typewriter is set to 10 pitch.

HANDWRITING

Handwriting is not scannable and will interfere with the reading of the rest of the list.

PAGE NUMBER →

Do not number pages or type anything but creditors on list.

MULTITRONICS ANIMATION
3837 STRONG WAY NORTH
SUITE 10
BALTIMORE, MD 02938
or
108-D CASTLE BUILDING
NORTH PARKWAY BLVD.
HOUSTON, TX 10938

**Arctic Expeditions
Incorporated
536 East 48th Ave.
Anchorage, AK 99505**

Gow Fire Protection, Inc.
459 98th Street
Houqulam, WA 98550
ATTN: Steve Jamison

Larry Miller, Jr.
Landover Food & Bev.
Suite 12 B
Burg, MD 24309 5182

A name/address block must be 4 lines of 30 characters each or less.

FABRIC RIBBON

Use an office-quality film ribbon to ensure proper scanning.

← **ATTENTION LINE**

If you must type an attention line or account number for a creditor, put it on the second line of the address, not at the end.

← **9-DIGIT ZIP CODE**

Separate the two groups of digits with a dash not a spce.

STRAY MARKS

No lines, symbols, letterhead or other non-address data should appear on creditor lists.

-17-

← **TOO CLOSE TO EDGE**

You must keep all typing at least 2 inch from any edge, top, bottom or side

Stephen R. Miller III
Coal building
1092 17th Street, NW
Baltimore, MD 20207

← **TOO LONG**

EXAMPLE CREDITOR MATRIX: COURIER 10 PITCH

Metromedia Video Productions
1224 Murray Avenue
San Luis Obispo, CA 93401

MultiTronics Animations
3837 Stone Way North
Studio 7
Baltimore, MD 20459

EXAMPLE CREDITOR MATRIX: Times New Roman 12 Pitch

Metromedia Video Productions
1224 Murray Avenue
San Luis Obispo, CA 93401

MultiTronics Animations
3837 Stone Way North
Studio 7
Baltimore, MD 20459